



2024 Candidate Application

*for*

# Certification in Clinical Engineering

*by the*

Healthcare Technology Certification Commission

*Program Sponsored by the*

American College of Clinical Engineering

*Examination Conducted by the*

United States Board of Examiners for Certification in Clinical Engineering

*or the*

Canadian Board of Examiners for Certification in Clinical Engineering

**Application Deadline:**

July 19, 2024

**Written Examination Dates:**

November 2, 2024

*thru*

November 16, 2024



Healthcare Technology Certification Commission  
5200 Butler Pike  
Plymouth Meeting, PA 19462-1298  
Phone: 610-567-1300  
Email: [certification@accenet.org](mailto:certification@accenet.org)

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## GENERAL INFORMATION

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Clinical engineering certification is a three-step process administered by the United States (US) and Canadian Board of Examiners, which involves: (1) application; (2) written examination; and, (3) oral examination.

- 1. APPLICATION** – Applicants must have complete applications with all the required documentation submitted electronically, including all forms, transcripts, international degree equivalency evaluation (if applicable), reference statements, and fee payment received by the application deadline. Applications will be considered incomplete if any of the required documentation is not received by the application deadline, including OFFICIAL TRANSCRIPTS and REFERENCES.
  - ✓ **FORMS:** Complete and submit the enclosed application forms (Part I, Part II, and Certification Renewal Policy), along with a current resume or curriculum vitae (CV), to the Healthcare Technology Certification Commission (HTCC) via email at: [certification@accenet.org](mailto:certification@accenet.org). Please ensure all application forms are complete and the policy statement is signed and dated. Applications will be considered incomplete if any of the forms are missing information and required documentation is not received by the application deadline. Applicants with incomplete applications will be deemed ineligible for this application period.  
*NOTE: If deemed eligible, the two-page machine readable form (Part I) will be forwarded to Professional Testing Corporation (PTC).*
  - ✓ **OFFICIAL TRANSCRIPTS** (not required for Canadian Candidates): Request official transcripts from your college or university to be sent directly to HTCC. Only official transcripts provided by a college or university directly to HTCC will be accepted. Transcripts are required from an ABET Engineering Accreditation Commission (ABET/EAC)-accredited engineering program or an ABET Engineering Technology Accreditation Commission (ABET/ETAC)-accredited engineering technology program at the bachelor-level or higher. If the most advanced degree is from an ABET/EAC-accredited program, transcripts for this degree are required, but transcripts for lesser degrees are not required. To confirm a program's accreditation, please use the ABET-Accredited Program Search at: [www.abet.org](http://www.abet.org). International degrees may be accepted if an equivalency from a third-party evaluation agency is provided. The third-party evaluation agency must be a member of the National Association of Credential Evaluation Services (NACES). Current NACES members are listed at: [www.NACES.org](http://www.NACES.org). Applicants with international degrees must request a document by document evaluation. Any expense incurred in establishing equivalency will be borne by the applicant. Applicants are responsible for ensuring official

transcripts are received by HTCC and, if applicable, international degree equivalency is evaluated by the application deadline. Applications will be considered incomplete if any of the required documentation is not received by the application deadline and applicants will be deemed ineligible for this application period.

- ✓ **REFERENCES:** Three Confidential Reference Statements are required as part of this Application from three different professional references that can attest to your clinical engineering experience and abilities. References cannot be family members, friends, other applicants actively seeking clinical engineering certification or individuals involved with the certification process. References must hold a position that allows them to attest to the applicant's engineering and/or clinical engineering experience and provide credible testament to the applicant's work experience, which may include, but is not limited to: healthcare technology management (HTM) professionals, hospital administrators, department managers, physicians, nurses, allied health professionals, engineers, information technology (IT) specialists, risk management, compliance, finance, and supply chain/sourcing. All references must come from individuals with different roles and backgrounds in your professional setting. Instruct your references to complete the form electronically and return the completed form directly to HTCC by the application deadline via email at: [certification@accenet.org](mailto:certification@accenet.org). Applicants are responsible for ensuring all three Confidential Reference Statements are received by HTCC directly from the reference by the application deadline. Confidential Reference Statements provided by the applicant will not be accepted. Applications will be considered incomplete if any of the required documentation is not received by the application deadline and applicants will be deemed ineligible for this application period.
- ✓ **FEE:** Pay the application fee of \$475 USD. Payment can be made by check or money order payable to ACCE, or securely online via PayPal® (Visa, MasterCard, Discover, and American Express accepted) at <http://accenet.org/CECertification/Pages/Default.aspx>.  
*NOTE: If deemed ineligible, or the application is incomplete or withdrawn, the application fee will be refunded, less a processing fee of \$150 USD.*

Only complete applications received by HTCC by the application deadline will be forwarded to the US or Canadian Board of Examiners for Certification in Clinical Engineering (Board) for review. Once the Board has reviewed and evaluated your complete application, HTCC will notify you of your certification eligibility status at least one month prior to the scheduled written examination dates.

Applicants may withdraw their application by notifying HTCC, in writing, via email at: [certification@accenet.org](mailto:certification@accenet.org). Applications that are withdrawn, incomplete or deemed ineligible will not be carried over into subsequent application review cycles, rather a new application must be completed. Application fees for applications that are withdrawn, incomplete or deemed ineligible will not be carried forward and will be refunded, less a processing fee.

2. **WRITTEN EXAMINATION** – Candidates will be notified by HTCC if the Board deems the applicant eligible for the written examination. The written examination consists of 150 multiple-choice questions, which must be completed within four hours. The questions are based on the ACCE *Body of Knowledge* survey for clinical engineering practice.

Prior to the testing period, you will be emailed a Scheduling Authorization from [notices@ptcny.com](mailto:notices@ptcny.com). Please ensure you enter your correct email address on the application and add the 'ptcny.com' domain to your email safe list. If you have been notified by HTCC that you are eligible for the written examination and you do not receive a Scheduling Authorization at least six weeks before the beginning of the testing period, contact the PTC at (212) 356-0660 or online at [www.ptcny.com/contact](http://www.ptcny.com/contact). The Scheduling Authorization will indicate how to schedule your examination appointment with Prometric as well as the dates during which testing is available.

The written examination is administered daily (Monday through Saturday, excluding holidays) during a two-week testing window that occurs annually at computer-based testing facilities managed by Prometric. The written examination dates are listed on the Cover Page of this document for this application period. The written examination must be taken within two examination cycles after receiving eligibility notice; otherwise, the eligible application is forfeited, and the candidate is required to restart the certification process by submitting a new application.

Following the completion of the written examination cycle, HTCC will notify candidates of their results. If the candidate does not pass the written examination, one retest is allowed after a minimum six-month waiting period at the next written examination offering. The fee for retesting is \$175 USD. Candidates that do not pass the retest or fail to take the retest at the next written examination offering will forfeit all fees paid and must restart the certification process by submitting a new application.

- 3. ORAL EXAMINATION** – Candidates will be contacted by HTCC to schedule the oral examination following successful completion of the written examination. The oral examination questions will be selected from the same content areas as the written examination. The oral examination consists of three scenarios with corresponding questions to be delivered and answered in 1 ¾ hours. The oral examination must be taken within two oral examination offerings from when the candidate is notified of successful completion of the written examination; otherwise, the eligible application is forfeited, and the candidate is required to restart the certification process by submitting a new application.

If the candidate does not pass the oral examination, one retest is allowed after a minimum six-month waiting period at the next oral examination offering. The retesting fee for the oral examination is \$150 USD. Candidates that do not pass the retest or fail to take the retest at the next oral examination offering will forfeit all fees paid and must restart the certification process by submitting a new application.

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## CERTIFICATION

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If the candidate meets all the requirements for certification, the Board shall recommend the candidate for Certification in Clinical Engineering by HTCC. Certification is valid for three years at which time it must be renewed.

To maintain your certification in clinical engineering, you must meet the renewal requirements established by the Board. It is the responsibility of each individual to keep track of their renewal date and notify HTCC of any change in contact information ([certification@accenet.org](mailto:certification@accenet.org)). Requirements for maintaining your certification include the payment of a periodic renewal fee and the accumulation of at least fifteen points of continuing practice activities reported every three years. Individuals wishing to maintain certification and continue to be listed as certified in clinical engineering must submit a renewal application every three years for evaluation against the eligibility criteria established by the CCE Renewal Handbook. Failure to meet or comply with the renewal requirements will result in the revocation of your certification. To regain certification a new application must be submitted, and the complete examination process repeated.

Certification will be revoked for any of the following reasons: falsification of information; misrepresentation of certification status; and/or, other activities deemed by the Board or HTCC to be contrary to the purposes of certification in clinical engineering.

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### **NONDISCRIMINATION POLICY**

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The Board and HTCC adhere to principles of fairness and due process and endorses the principles of equal opportunity. In administering the certification program, those involved in the process shall not discriminate or deny opportunity to anyone on the grounds of gender, age, religion, national or ethnic origin, marital status, veteran status, sexual orientation, or disability. Additionally, the Board and HTCC understand the importance of impartiality in carrying out its certification activities, manages conflict of interest and ensures the objectivity of its certification activities.

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